

## § 1280.20

500 foot-candles nor be used to illuminate any one item for more than five minutes. The use of high intensity lighting in an exhibit area may not exceed one hour.

(b) Ladders, scaffolding, and tripods may be used before regular hours, but must be kept at a distance from documents greater than the height of the equipment.

(c) Auxiliary power units may be used. Existing lights will not be replaced by higher wattage or intensity lights. A NARA electrician must be present at all times whenever there is a change to the normal power supply. Organizations who film after regular hours will be billed for the electrician's time.

[39 FR 11885, Apr. 1, 1974. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985; 52 FR 23822, June 25, 1987. Further redesignated and amended at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

## § 1280.20 The National Archives Library.

The National Archives Library is operated to meet the needs of researchers and NARA staff members. Other persons desiring to use library materials will generally be referred to public libraries and other possible sources of such materials.

[33 FR 4885, Mar. 22, 1968. Redesignated at 50 FR 15723, Apr. 19, 1985. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

## § 1280.22 National Archives Theater and conference rooms.

The theater in the National Archives Building was designed and will be used primarily for furnishing reference services on the motion picture holdings of the National Archives. Conference rooms in the National Archives Building will be used for conferences and official meetings. When not required for such uses, conference rooms may be assigned to other organizations. Application for use of a room will be approved only if the purpose for which it is requested is educational or is related to the programs of the National Archives and Records Administration. The theater and conference rooms shall not be used to promote commercial enterprises or commodities, for political,

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sectarian, or similar purposes, or for meetings sponsored by profitmaking organizations. Use of the theater and conference rooms will not be authorized for any organization or group of individuals that engages in discriminatory practices proscribed in the Civil Rights Act of 1964 (42 U.S.C. 2000a, note).

[39 FR 11885, Apr. 1, 1974. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

## § 1280.24 Application for outside use of National Archives Theater and conference rooms.

(a) Applications for use of the theater and conference rooms shall be submitted in writing by the head of the requesting organization, or his duly authorized representative, at least 1 week in advance of the requested use. Applications for use shall be addressed to National Archives (NA), Washington, DC 20408, and shall include the following information:

(1) The name of the requesting organization;

(2) The date and the hours of contemplated use;

(3) A brief description of the programs;

(4) The number of persons expected to attend the meeting or performance (The capacity of the theater is 216 persons; conference rooms accommodate between 35 and 70 persons.);

(5) A statement regarding the intention to exhibit motion pictures or slides and, if so, the size (35mm or 16mm) of the film or slides, and whether the film to be shown is on nitrate or safety base; and

(6) Samples of any literature, folders, or posters to be distributed or exhibited at the meeting or performance.

(b) No program will be permitted to continue beyond 10 p.m.

(c) Applications for use on Saturdays, Sundays, holidays, or at times when the building is closed will be considered if fully justified.

(d) No admission fee will be charged, no indirect assessment will be made for admission, and no collection will be taken except as specifically authorized by the Archivist of the United States for special nonprofit-making events

which are held by organizations sponsored by the National Archives and Records Administration. Commercial advertising or the sale of articles is not permitted.

(e) The serving or consumption of food or beverages within the theater is prohibited. Food or beverages may be served in the conference rooms if approved in advance.

(f) Smoking within the theater and conference rooms is prohibited. Smoking is allowed only in designated smoking areas.

(g) If the projection of motion pictures or slides is a part of the program, operators will be furnished by the National Archives and Records Administration on a reimbursable basis.

(h) Posting of any material about the premises is subject to prior approval.

(i) All persons attending meetings or performances will be required to go directly to the theater, which is on the fifth floor, or to the assigned conference room. No one will be admitted to the parts of the building that are closed to the public.

[33 FR 4885, Mar. 22, 1968, as amended at 39 FR 11885, Apr. 1, 1974; 41 FR 7750, Feb. 20, 1976. Redesignated and amended at 50 FR 15723, 15728, Apr. 19, 1985; 52 FR 23823, June 25, 1987. Further redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

#### **§ 1280.26 Archivist's Reception Room.**

The Archivist's Reception Room is primarily intended for meetings and other functions of NARA. The Archivist may sponsor, co-sponsor or, if the room is not scheduled for use by NARA, authorize the use of the room by other Federal agencies for official government functions, or by private individuals and organizations. Such use by private individuals and groups must be for the benefit of or in connection with the archival and records activities administered by the National Archives and Records Administration and must be consistent with the public perception of the National Archives as a research and cultural institution. The National Archives Trust Fund Board refurbished the Archivist's Reception Room from private gifts and donations. In order to maintain this Room in its present condition, as well as to cover the cost of additional cleaning, guard

and other required services, the use of this Room by private individuals and organizations requires a donation to the National Archives Trust Fund. Federal agencies using the room for official government functions shall reimburse NARA only for the cost of additional guard and NARA staff services. The Archivist's Reception Room shall not be used to promote commercial enterprises or products or for political, sectarian, or similar purposes. Use of the Room will not be authorized for any organization or group that engages in discriminatory practices proscribed by the Civil Rights Act of 1964, as amended.

[52 FR 23823, June 25, 1987. Redesignated at 55 FR 29577, July 20, 1990; 55 FR 33904, Aug. 20, 1990]

#### **§ 1280.28 Application for outside use of the Archivist's Reception Room.**

(a) Applications for use of the Archivist's Reception Room shall be submitted in writing by the private individual or by the head of the requesting organization or the duly authorized representative of the organization, normally 30 days in advance. Applications for use shall be submitted to the Assistant Archivist for Public Programs (NE), National Archives and Records Administration, Washington, DC 20408 and shall include the following:

(1) The name of the requesting organization or individual;

(2) The date and hours of contemplated use;

(3) A description of the purpose, anticipated number of attendees, and the name of the individual designated to serve as host and responsible official for the event;

(4) Whether audiovisual services are required (these must be provided by NARA on a reimbursable basis);

(5) Samples of any literature, folders, or posters to be distributed or exhibited.

(b) A donation to the National Archives Trust Fund to cover the costs involved in the maintenance and use of the Room is needed. Further information may be obtained from the Assistant Archivist for Public Programs.

(c) The Room is available from 8:00 a.m. until 9:30 p.m., Monday through Friday, and from 9:00 a.m. until 4:30